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Tri-City Feople's Canter 675-81 South 19th Streat Newark, New Jersey 07103 7el. 374-5252

. Recommended Changes in Personnel Policies

Jenuary 6, 1977

1. Add additional Holiday - Veterans Day

2. Personal leave days:

This is intended to clarify the accumulation and use of parsonal leave days.

All employees will use a calendar year (January lat to December 31st) to accumulate days.

Personal leave days are accumulated at the rate of 2 days per quarter beginning with the first quarter after probation (per calendar year).

3. Vacation Days

Wirst six course of employment, vacation days are account to follows:

3 months employment: 2 days

5 months employment: 1 day

Jet 5 days total

Employees of over six (6) months earn vacation days as follows:

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PART TIME STAFF!

People working less than 30 hours/week are entitled to three (3) personal leave days at their regular rate of pay.

People working less than 30 hours/week are entitled to the same number of wacation days as full time staff at their part-time rate of pay.

Part-time steff receive all paid holidays. However, they will be expected to work their regular amount of chours in a holiday week unless otherwise indicated by the Executive Director.

TEPPORARY STAFF:

Termozary staff. part or full time, have no benefits unless stipulated otherwise by the Executive Director.